



UNITED STATES MARINE CORPS

HEADQUARTERS

U.S. MARINE CORPS FORCES CENTRAL COMMAND

7115 SOUTH BOUNDARY BOULEVARD

MACDILL AIR FORCE BASE, FLORIDA 33621-5101

REFER TO

1500

G-6

23 MAY 2007

POLICY LETTER 01-07

From: Chief of Staff, U.S. Marine Corps Forces, Central Command
To: Distribution List

Subj: MARCENT WIRELESS COMMUNICATIONS DEVICE USE POLICY

Ref: (a) MARADMIN 375-01
(b) DoD 5500.7-R
(c) MARADMIN 225-03
(d) Air Force Instruction 31-204
(e) MARCENT Policy Letter 01-04 Mobile Telephone and
Pager Use Policy

Encl: (1) MARCENT Wireless Communications Device User Agreement
Form
(2) Guidelines for Best Practices and Staff Review
(3) Reimbursements for Personal Charges Accrued On
Government Furnished Wireless Communications Devices

1. Purpose. Establish policy on authorized use, review, and reimbursement of the use of government-provided mobile telephones and Blackberry wireless devices. Unless specifically stated otherwise, the term "wireless communications device" will be used to cover both mobile telephone and Blackberry devices. The information provided in references (a) through (d) in conjunction with this policy letter, provides users with guidance on how to properly use government provided wireless communications devices.

2. Policy

a. MARCENT personnel will use government provided desktop telephones instead of wireless communications devices whenever feasible. For long-distance phone calls, the Defense Switched Network (DSN) will be used when available. Wireless communications device use will be limited to those requirements that cannot be satisfied via regular government-provided desktop telephones or other means of communications (e.g. email).

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b. Wireless communications device use will be primarily for conducting official government business, but other calls are authorized as defined below.

(1) Official Use. Official use includes communications that the command determines are necessary in the performance of duty. Official use also includes calls to 911, to an emergency room, to help with personal safety or security, informing staff of TAD delays, etc.

(2) Authorized Use. Authorized use includes brief, infrequent communications of a personal nature that do not otherwise violate reference (b). An example of an authorized call is notifying a spouse of a late arrival when traveling. Another example is calling for a tow truck if the user's car has broken down. Such communication shall:

(a) Not adversely affect the performance of official duties by the Marine, employee or the organization.

(b) Not be for personal gain.

(c) Serve a legitimate public interest. The user should have no problem with his or her record of phone numbers called and received being made public.

(d) Not adversely reflect upon the Marine Corps.

(e) At no time cost the government more than the wireless communications device's rate plan. If the user exceeds the minutes of his/her rate plan due to one or more authorized calls, the user will reimburse the government for those authorized calls above his/her rate plan.

c. Wireless communications devices will not be acquired for use in any situation solely for personal convenience or as a substitute when a more economical alternative, such as regular government-provided desktop telephone assets, is available.

d. The government will not accept liability for air-time costs, long-distance charges, monthly recurring costs or any other costs made by government personnel using a non-government issued wireless communications device, except as authorized by the Commander in an emergency or other severe circumstances for official government business.

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e. Wireless communications devices shall not be provided to contractor personnel unless specified as Government Furnished Equipment (GFE) in the contract with the cost responsibilities set forth. Under such terms, the contractor personnel must receive a copy of this policy and be informed of the authorized use of the wireless communications device under their contract.

f. Wireless communications devices will not be carried into areas where classified information is discussed, stored, or processed. Exceptions to this are described in MARCENTO 5510 MARCENT Common Information Technology Wireless Security and Removable Secondary Storage Media Device Order.

g. Classified or highly sensitive government information will not be discussed over a wireless communications device as all wireless communications are subject to monitoring by unauthorized entities.

h. Per reference (c) and (d), wireless communications devices will not be used while driving a vehicle on MacDill AFB unless a hands-free device is used while making the call. A hands-free device is an accessory that plugs into the wireless communication device and permits a driver to use the telephone without lifting or holding the handset to the driver's ear.

i. Employees in possession of a government-provided wireless communications device are required to take the appropriate precautions to prevent theft and vandalism.

3. Action. Individual areas of responsibility are listed below.

a. MARCENT G6

(1) MARCENT G6 is the only authorized section to procure wireless communication devices.

(2) Ensure written procedures are established for the control and maintenance of wireless communication devices.

(3) Ensure that the recipient of a wireless communication device signs a User Agreement Form (Enclosure 1), outlining their responsibilities in using the assets and the device's service plan details. Users will be provided a copy of the agreement form along with MARCENT G-6 guidance on best practices (Enclosure 2) for minimizing surcharges and monthly staff review guidelines.

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(4) Provide monthly itemized statements to Principals and Deputies for staff section review in order to identify monthly overages. The reimbursement process to the government does not eliminate administrative or punitive action under the UCMJ for users that abuse these assets.

(5) Conduct a review of wireless communication device billing records to ensure compliance with the established procedures.

b. Principals and Deputies. Conduct monthly review of G-6 provided itemized statements for overages in minutes used and other charges. Direct personnel with overages or additional charges to identify official, authorized, and personal charges to reimburse the government for personal use charges. Overages due to official and authorized use will be reviewed on a case-by-case use.

c. Command Security Manager. Include in the required annual security awareness brief the vulnerabilities associated with the use of wireless communication devices.

d. Users

(1) Reimburse the government for the repair or replacement of a damaged, lost, or stolen wireless communication device, if its damage, loss, or theft is determined to be caused by user negligence (Use Enclosure (3)).

(2) Reimburse the government for charges resulting from unauthorized use, to include use by other individuals or authorized use that exceeds plan coverage minutes.

(3) Return wireless communication devices to MARCENT G-6 when no longer required for official duties.

4. Administrative Actions. In addition to reimbursement to the government, failure to abide by this policy can result in administrative or punitive action. Misuse of wireless communication devices may result in criminal, civil, or administrative action including suspension or dismissal.

5. Point of Contact. Address questions concerning Information Assurance to MARCENT, G6 Supporting Establishment at DSN 651-7135 or Commercial (813) 827-7135/7084. Email address is comusmarcentg6servicedesk@marcent.usmc.mil

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6. Applicability. This policy supersedes reference (e), MARCENT Policy Letter 01-04 and is applicable to all activities under the operational control of Commander, Marine Corps Forces Central Command.


Kevin L. Kelley